



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

Mini Grants Available to Help Schools Create a Healthy Environment!

March 6, 2006

Dear School Personnel,

As school districts around the state work toward adoption of their local wellness policies, the specific elements that are important to the healthy environment of individual schools and districts are being identified. Your school or district now has the opportunity to apply for mini-grant funds in order to help make some of the positive changes you have identified.

This *Creating a Healthy School Environment Grant* is being offered as a service of the Montana Team Nutrition Program with support from School Administrators from Montana. There is a total of \$5,500 for mini-grants available to support schools in improving the health of students by creating a healthier environment. Mini-grants of up to **\$500 each** will be awarded to schools that take positive, sustainable action steps to improve the environment in their school.

Please share this letter and mini-grant application with interested students, teachers, administrators, school food service personnel and community members. The application must be received by March 27, 2006. Grants will be awarded as early as April 10, 2006, and the funds must be spent by August 1, 2006. A brief final report is due by August 31, 2006.

Awards will be provided based on the following criteria: (100 point scale)

- Your school must be a Team Nutrition School. Check the following web site to see if your school is one: www.teamnutrition.usda.gov. If not, fill out and fax (703-305-2549) the Enrollment Form (Attachment A) to the USDA. Submit a copy of the completed enrollment form with the application. (5 points)
- Does the plan address at least one of the six components of a healthy school environment? (Attachment B - Summary of Components). (45 points)
- Does the plan promote a collaborative approach between school and community? (5 points)
- Are projected outcomes of the plan sustainable? (10 points)
- How is the project linked with the school district's wellness policy? (5 points)
- Is the budget appropriate for the project? (Attachment C - Budget form). (25 points)
- Is the application packet being submitted by the deadline? **Deadline is March 27, 2006.** (5 points)

If you have questions or would like an electronic copy of this application, contact Katie Bark at 406-994-5641 or kbark@mt.gov; or Mary Stein at 406-994-5640 or mstein@montana.edu.

All of the mini-grant application forms are also available at the Office of Public Instruction, School Nutrition Programs Web site at <http://www.opi.mt.gov/schoolfood/index.html>.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

CREATING A HEALTHY SCHOOL ENVIRONMENT

MINI-GRANT APPLICATION

Applications must be received by March 27, 2006

Funds must be spent by August 1, 2006

The grant funds can be used for professional development, printing/ mailing costs, nutrition education resources or supplies and healthy food promotional materials, etc. Food can be purchased with these funds only for nutrition education purposes. *Please type or print neatly. Attach additional pages if needed.*

Name of School _____ **School District** _____

Address/City/State/Zip _____

School Phone _____ **School Fax** _____ **Email** _____

Grades served by your school _____

Contact Person for Grant _____ **Telephone** _____

Summer Telephone _____ **Summer E-mail** _____

1. **Is your school already a Team Nutrition School (TNS)?** Yes ____ No ____ if No please list the date _____, the TNS application was submitted to USDA. Include a copy of the completed enrollment application form with grant application. (5 points)
2. **Title of Project** _____
3. **Target audience** _____
4. **Estimated number of people the project will impact:**
5. **List any partners collaborating on the project:** (list name of partner(s); Involvement of multiple stakeholders such as students, teachers, administrators, food service, nurse, parents and community members is encouraged.) (10 points)

6. **Project Plan (Questions 6, 7, 8): 45 points** (please describe the project in detail and be sure to identify which of the six components of a healthy school environment will be addressed)

7. **Desired Outcome(s):** (What are the goals of this project?)

8. **Evaluation Plan:** (How will outcome(s) be measured?)

9. **Describe how this project will be sustained after the grant period is over. (10 points)**

10. **How is the project linked to your school district's wellness policy? (5 points)**

11. Please indicate the amount of the mini-grant requested (check box) and complete Attachment C (Budget Detail form): (25 points)

- ☐ \$100
- ☐ \$250
- ☐ \$500
- ☐ Other_____ (maximum \$500)

I verify that the funds from this mini-grant will be used specifically to fund the *Creating a Healthy School Environment Grant* as detailed above. I understand that mini-grant funds need to be spent by August 1, 2006, and that a short follow-up report will be due by August 31, 2006.

Principal Signature

Date

Project Contact Signature

Date

Your school's tax ID#_____
(The grant award check will be made payable to the school.)

Funds from a 2004-06 USDA Team Nutrition Training Grant to the Montana Office of Public Instruction, and a 2006 American Association of School Administrators grant to School Administrators of Montana are supporting this mini-grant program.

Applications must be received by March 27, 2006

Applications will be accepted via mail or e-mail. Please e-mail applications to adschumacher@montana.edu . If sending an electronic version please call to verify that it was received by calling 406-994-5397.

Sincerely,

Katie Bark or Mary Stein
Montana Team Nutrition Program
Montana State University
PO Box 173360, 202 Romney Hall
Bozeman, MT 59717-3360

E-mail:	kbark@mt.gov	mstein@montana.edu
Telephone:	(406) 994-5641	(406) 994-5640
Fax:	(406) 994-7300	(406) 994-7300

ATTACHMENT A: Team Nutrition School Enrollment Form

Becoming a Team Nutrition School will help you focus attention on the important role nutritious school meals, nutrition education and a health-promoting school environment play in helping students learn to enjoy healthy eating and physical activity. It will provide the framework for team efforts by school nutrition staff, teachers, parents, the media and other community members.

Team Nutrition has three behavior-focused strategies:

- Provide training and technical assistance to Child Nutrition foodservice professionals to enable them to prepare and serve nutritious, appealing meals to students.
- Promote nutrition curriculum and education in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

All program materials encourage students to make food and physical activity choices for a healthy lifestyle. They focus on five behavior outcomes:

- ✓ Eat a variety of foods
- ✓ Eat more fruits, vegetables and grains
- ✓ Eat lower fat foods more often
- ✓ Get your calcium-rich foods
- ✓ Be physically active

Team Nutrition Schools have these common values:

1. We believe that children should be empowered to make food and physical activity choices that reflect the Dietary Guidelines for Americans.
2. We believe that good nutrition and physical activity are essential to children's health and educational success.
3. We believe that school meals that meet the Dietary Guidelines for Americans should taste good and appeal to children.
4. We believe our programs must build upon the best science, education, communication and technical resources available.
5. We believe that school, parent and community teamwork is essential to encouraging children to make food and physical activity choices for a healthy lifestyle.
6. We believe that messages to children should be age appropriate and delivered in language they speak, through media they use, in ways that are entertaining and actively involve them in learning.
7. We believe in focusing on positive messages regarding food and physical activity choices children can make.
8. We believe it is critical to stimulate and support education and action at the national, state and local levels to help children develop healthy eating and physical activity behaviors.

As a new Team Nutrition School, you will receive a resource kit (while supplies last) of materials to help you plan and carry out activities for your students and their families. Additional Team Nutrition materials can be purchased from the National Food Service Management Institute (1-800-321-3054). You also have the opportunity to use the Team Nutrition Web page where you can share your success stories and learn what other Team Nutrition Schools are doing.

Go to USDA's Team Nutrition Program Web page at www.teamnutrition.usda.gov

Look under "Join the Team," print and complete the [School Enrollment Form](#), (provided as a PDF file). Fax your completed application to (703) 305-2549, or mail to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria, VA 22302.

At the same time, provide a copy of the completed enrollment form to your food service director and to the Montana Team Nutrition Program. The fax number of Montana Team Nutrition is 406-994-7300. If you have questions, call Montana Team Nutrition at 406-994-5641.

ATTACHMENT B

Six Components of a Healthy School Environment

There are six components of a healthy school nutrition environment. Each one is important and has an impact on nutrition and physical activity. The six components are listed below along with examples of how each component can be addressed in the school setting.

Place a check on the item(s) that the grant project will address (minimum number: 1)

1. A Commitment to Nutrition and Physical Activity

- ☐ Nutrition education and physical activity are included in the school's daily educational program from pre-K through grade 12.
- ☐ Administrators support healthy lifestyles for students by establishing and enforcing policies that improve the school nutrition environment.
- ☐ School food service staff is part of the nutrition education team.

2. Quality School Meals

- ☐ School offers healthy lunch, breakfast, and afterschool snack programs and students are encouraged to participate.
- ☐ Menus meet nutrition standards established by the US Department of Agriculture.
- ☐ All school foodservice staff are appropriately trained.

3. Other Healthy Food Choices

- ☐ All food and beverages available at school contribute to meeting the dietary needs of students; that is, they are from the five major food groups of the Food Guide Pyramid.
- ☐ If foods are sold in competition with school meals, they include healthy food choices offered at affordable prices.
- ☐ If vending machines, school stores, snack bars and other outlets that sell foods are in schools, healthy options are available in these venues. If not, appropriate restrictions on student access to these venues are established.
 - o No access in elementary school.
 - o No access until after the end of the school day for middle school.
 - o No access until after the end of the last lunch period in high school.

4. Pleasant Eating Experiences

- ☐ Meal periods are scheduled at appropriate times and conflicting activities are not scheduled during these times.
- ☐ Meal periods are long enough for students to eat and socialize.
- ☐ Dining areas are attractive.
- ☐ Recess before lunch is considered for elementary students.

5. Nutrition Education

- ☐ Students in pre-K through grade 12 receive nutrition education.
- ☐ Nutrition education is offered in the school dining areas as a coordinated effort between educational staff and food service staff.
- ☐ Nutrition is integrated into the core curricular areas.

6. Marketing

- ☐ Healthy eating and physical activity are actively promoted.
- ☐ Students' input is gathered and valued in planning for a healthy school nutrition environment.
- ☐ Schools promote healthy food choices and don't allow advertising of less nutritious options in the school.
- ☐ School works with a variety of media to inform the community about a healthy school nutrition environment.

Note: This information has been summarized from resources found in the "Changing the Scene: Changing the School Environment" kit.

Order this no-cost kit at the following Web site: <http://teamnutrition.usda.gov/Resources/changing.html>



ATTACHMENT C

Budget Detail

The grant funds can be used for professional development/training costs, printing/ mailing costs, nutrition education resources or supplies and healthy food promotional materials, etc. Funds can only support food costs for nutrition education purposes.

Project Title _____ **School** _____

Categories	<i>Amount (\$)</i>	<i>How Will Funds Be Used?</i>
Food for Nutrition Education Activities		
Nutrition Education Resources or Supplies		
Professional Development for Staff or Contracted Trainer		
Supplies		
Marketing/Promotion		
Other: (specify)		
<i>Total</i>	\$	

Project Contact Signature

Date

Administrator Signature

Date